**EXECUTIVE MEETING MINUTES**

**Date: 10/12/20**

**Time meeting opened: 3:05pm**

**Attendees: Meg, Madhu, Christian, Jin (had to leave early), Sophie**

**Apologies: None**

**Minutes Taker: Meg**

**Time meeting closed: 4:35pm**

AGENDA

1. Acknowledgement of country
2. Declaration of confidential agenda items
3. Apologies and administration
	1. Confirming last week’s minutes
	2. Executive and staff leave
4. Portfolio Reports
5. University Committees
6. Strategic Planning Days Preparation
7. SRC Engagement
8. Ed Com engagement ideas
9. Other Business
10. Close of Meeting

MINUTES

**Agenda Item 3: Apologies and Administration**

* Madhu moved last week’s minutes, and Sophie seconded them

**Agenda Item 4: Portfolio Reports**

1. **Madhu**
* Council
* NUS National Conference
* IDEAS Judging Panel
* College Cuts & Disestablishments Response
	+ Working particularly with Sai on JCOS cuts
* SASH work
	+ Strategic vision has been set down for the year ahead about the RRU Working Group with other stakeholders
* Internal Presidential Responsibilities & Legal Matters
* Organising training currently – governance things and conflict management with Ben Gill

Action Items: Exec members to do some googling about training sessions they’d be interested in getting involved with.

1. **Christian**
* Training still ongoing, need 4 more department officers
* NUS has taken up a lot of time
* IHC meeting
	+ Preparing for projects for the next year on my policies
	+ MOU with IHC
	+ Res Hall WG
	+ Connecting with the CCs and SRs
* Working with Avan, Claire, PARSA, and Madhu on RRUWG
* Committees spreadsheet
	+ Have set up a miscellaneous table in the IDEA document
1. **Jin**
* Cleaning up some final bank stuff with Bank Australia
* Sponsorships – Brandcrush set up now and will be chatting to Bank Australia and Lifeblood soon
* Did office clean up and started stock take
* Handover with Liana for Commbiz and Xero
* Contacted all my mentees and will be meeting them next week
* Will start looking into Term Deposits for our reserve money
1. **Sophie**
* Department consultations – met with Chido, Ben and Avan
* Did Gen Rep interpretation
* Working on merch competition
* O-Week update
	+ Draft calendar done and theme ideas sent to Kate
	+ Jin is doing external sponsors, need to talk to Christian about his exec allocation
	+ Erin is working on Market Day COVID plan, internal anu and clubs eois will be sent out next week
	+ Volunteers have not started but timeline has been set up
	+ 3 department consultations thus far – deadline for event ideas is end of the year and deadline for dates and times is mid Jan at the latest
1. **Maddie**
* Admin and housekeeping
	+ Emailed Kate about getting an Ed FB page started
	+ Launching ANUSA Ed Committee and positions on Schmidtposting this week
* Reached out to mentees about a meeting soon – informal group chat made on Messenger
* Will be focusing on science cuts and arts cuts
* Protest last week went really well and got a lot of support from the affected students
1. **Meg**
* Met with Disputes this morning – really constructive conversation and looking forward to working with them. Still organising the Disputes Committee induction.
* Meeting with a few of my buddies this week – Marlow, Jaya and Sandy. I’ll be meeting with the rest of them in the very near future
* Sharepoint is ready to roll so please use it! I’d also like to get some of the other groups of the SRC set up and using Sharepoint in some capacity but that will be a work in progress
* Currently organising meetings with all of the Department Officers to chat about how I can best support them in governance this year.
* Working on a number of interpretations at the moment which is exciting as well. Also coordinating now with Sophie, the release of the Gen Rep vacancy interpretation.

Action Items: Meg to look into a presentation about how to use Sharepoint.

**Agenda Item 5: University Committees**

* Jin attended Kambri Reference Group and it was very chill
* Madhu had Council
* Christian to follow up on some of the committees that we have no received communication from yet
* Some of Maddie’s TLDC meeting times have changed
* Sophie has emailed First Year Experience including the Gen Reps who are sitting on it.

Action Items: Madhu to follow up with First Year Experie

**Agenda Item 7: Strategic Planning Days**

* Executive Retreat will be paid hours (approx 7-8 hours of strategic planning per day). Exec is then to figure out how to allocate their hours amongst that time

Action Items: Individual Exec members to chat to Madhu about making sure they do not work excessively beyond their hours over the next few weeks due to Retreat.

**Agenda Item 8: SRC Engagement**

* Looking at sharing some of the things we have been working on in the Slack with the SRC
* Exec to keep working on building relationships with their ANUSA buddies

Action Items: Exec to catch up with their buddies

**Agenda Item 9: Ed Com things**

* Sophie to assist Maddie with interviews for Ed Com
	+ Madhu suggested hunting down the Ed Com Terms of Reference
	+ Maddie said that she had found this document and it mandated that you had to appoint more than 3 people
	+ As such, she will be appointing two Deputies, a Secretary and a Social Media Officer
* Maddie has suggested implementing an anonymous feedback form for use on the Ed FB page
	+ Sophie and Madhu noted that this could be quite damaging
	+ Sophie suggested facilitating a better environment on Ed Com which is conducive to people giving feedback in a non-anonymous forum

Action Items: Maddie and Madhu to chat through these things further